UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

Notice CRP-434

For: State and County Offices

Processing CRP Signup 26 Offers Using CCE Access General Signup System (AGSS) Software and Related Systems

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

During previous general signups, offer records and forms were often developed and completed manually by County FSA and NRCS staff and subsequently loaded into System 36 software. This process required up to 1,000 calculations and entries to complete CRP-3 (now obsolete) and CRP-2 worksheets.

Beginning with Signup 26, new data-driven CCE systems will be used to support offer development and related signup processes to reduce the workload and increase the accuracy of offer processing. The procedures in this notice and related CCE CRP User Guides shall be used for automation processes for Signup 26.

Note: County Offices should continue to process offers/contracts for Continuous/CREP/FWP according to 1-CRP using System 36 software.

Starting with Signup 26, County Offices will make all technical determinations required before and during signup. NRCS will only be available to support general signup for extraordinary technical assistance needs. To facilitate large general signup workloads during the signup period, the determinations required for offers during signup are designed to be made by FSA using information available in the County Offices. Field visits should not be made during the general signup period. The provisions to be used for post-signup technical support will be provided in a subsequent directive.

Signup 26 will be conducted by County Offices from May 5 through May 30.

B Purpose

This to provides County Offices with information to help support offer development and handling during Signup 26 using CCE systems.

Disposal Date	Distribution
August 1, 2003	State Offices; State Offices relay to County Offices

2   CCE CRP Systems Developed to Support Signup 26

A   CRP CCE Systems

Signup 26 will be supported with CCE software/hardware products:

- PC/Server and AS/400/System 36 based AGSS Offer System
- PC/Server based CRP GIS Tool
- intranet based CRP Soils Database
- intranet based HUC/CPA/Zones Mapping Tool and EBI Lookup Tables
- intranet based CRP Signup Reporting Processes:

  - 25% County Cropland reports (weekly)
  - Offer Detail and Summary reports
  - Oversight Requirement Maps
  - Offer Validation and Ranking reports.

3   Deploying AGSS Offer System Software

A   Offer Software Components

The 4 components of the AGSS Offer System software that will process and transmit CRP offers:

- PC Transmittal No. 20 - - AGSS PC software and related database to be distributed on 1 compact disc (CD's). (PC Transmittal No. 20 also includes the CRP GIS Tool)

- AS/400 Release No.19 - - AS/400 Signup 26 offer/transmission support software to be distributed on 1 CD

- System 36 Information Bulletin No. 2694 - - Signup 26 offer/transmission support software will be placed on the System 36 by KCAO

- Server Transmittal No. 1 - - AGSS Database File Structure to be downloaded from a CCE website and installed on all county servers by State IT staff.

Note: The first 2 components above will be distributed in the same CD mailing.

B   AGSS PC Software CD Mailings and Uninstall Routines

Before the start of Signup 26, KCAO will Fed Ex, to each County and State Office, a copy of the AGSS PC software and related tables on a set of 2-3 CD's.

3   Deploying AGSS Offer System Software (Continued)

B   AGSS PC Software CD Mailings and Uninstall Routines (Continued)

Before loading the AGSS PC software, County Offices must first uninstall any AGSS training software that may have been loaded. To uninstall training software from a PC:

Step	Action
1	Click the **Start Button** on the Task Bar.
2	Click on **Settings.**
3	Click on **Control Panel.**
4	Double click to select **Add/Remove Programs** in the Control Panel.
5	A list will display the programs on your system. Scroll down and select CRP_State_Training and click the **Add/Remove Button** on the lower right of the screen.
6	A dialog box will appear stating "select Repair or Remove CRP_State_Training. Select". Click on "**Remove CRP_State_Training"** and then click **Finish Button** on the lower right of the screen.
7	You will receive a message that states, "CRP_State_Training has been successfully removed". Click **Close Button** on the lower right of the screen and then **close** the **Control Panel**.

C Loading AGSS PC Software

The AGSS PC software and the CRP Soils Database have been developed with Install Shield programs to provide for copying to PC's in the County Office. Immediately upon receipt of the AGSS software, County Offices shall identify the PCs on which AGSS will be installed, including NRCS PC's if agreed to locally. Follow the instructions in CCE's Workstation System Administration Guide and transmittal to install this software.

Notes: AGSS stores offer data on the "F:\" drive on the CCE server in the County Office, see subparagraph E. This shared drive allows for offer records to be maintained in a single location even though the files may have been developed using different PC's. Some County Office locations do not have CCE servers connected to the PC's in the office. These locations must **install and use AGSS software on only one designated PC**. Offers developed using AGSS in these locations will be saved on the hard drive on the designated PC, which will be configured to function with an "F:\" drive, in place of an actual computer server's shared "F:\ drive".

County locations without servers may install and use the GIS tool on multiple PC's; however, the supporting shapefiles described in CRP-432 need to be copied to each PC's "C:\" drive, or read from CD's inserted into each PC.

CCE's PC coreload Version 4, CD's 1-4 must first be loaded on PC's before the AGSS software is installed. Only those users with CCE administrative privileges may install the AGSS software from the CD's. To obtain assistance installing or using the AGSS software, including "F:\" drive server issues, contact the State IT person or FSA Help Desk.

3   Deploying AGSS Offer System Software (Continued)

C Loading AGSS PC Software (Continued)

The CRP Soils Database and related files will be installed with the AGSS install routine. Because these files are needed for GIS processing, the AGSS install should be completed before the GIS install. CRP-432 provides procedure for GIS Tool install and use.

The AGSS software (and GIS Tool) is compatible with PC's that have either Windows NT or Windows XP operating systems. However, for those County Office PC's that have not upgraded to Windows XP, County Offices are encouraged to wait until four weeks after Signup 26 ends to upgrade. For PC's which must be upgraded to XP within this period:

- County Offices must ensure that the database file: "c:\program files\USDA\AGS26\CRP_Tables.MDB" is backed up before the upgrade is performed

- after upgrading, reinstall AGSS, and then overlay the CRP_Tables.MDB database on the PC from the backup created before XP migration.

Note: Detailed procedure for this handling will be developed and distributed to the National Help Desk. Call the help desk for assistance.

D AS/400 and System 36 Offer/Transmission Support Software

To support offer record storage and transfer from the server to AS/400 and System 36, County Offices must install from CD's AS/400 Release No. 19 by COB **May 5.** Software will be loaded directly into the System 36.

These releases will support file processing "behind-the-scenes," no user software will be deployed on either AS/400 or System 36 for Signup 26.

E AGSS Database File Structure Download/Install (States Download for County Offices)

The AGSS PC software utilizes a shared file structure on the County Office server for saving CRP offer records. This support database file structure must be installed on the server for each County Office by State IT staff by downloading a copy of this structure from an intranet site.

3   Deploying AGSS Offer System Software (Continued)

   E   AGSS Database File Structure Download/Install (States Download for County Offices) (Continued)

   This database file structure: **F:\Application Data\AGS_DB\CRP_GS26.mdb**, must be downloaded and installed onto all servers by COB **May 5.**   States may download before counties have loaded AGSS PC Software from CD's.   State IT staff should follow these instructions and the software transmittal to download/install this file:

Step	Action
1	Create a folder on the county server with the following name: **\\severname\software\ags_database\server\pkg**. **Note:** Enter the actual server names in place of "servername" above.
	Download the database file structure installation package (AGS_DB_Setup.exe) from the CCE Certified software site for server software**: http://servicecenter.kcc.usda.gov/serversfw.htm** and save it to the directory you created in Step 1.
3	Using "Terminal Services" or "Remote Desktop Connection": • log onto the server • click on the START button • click on RUN • type: "E:\software\ags_database\server\pkg\ags_db_setup.exe" and PRESS "Enter". The structure will be installed at the appropriate location.

4   County Setup and Preparations

   A   County Setup Processing for AGSS

   No later than COB **May 5**, to prepare AGSS for use, County Offices shall enter, for each PC to be used for AGSS processing, information regarding:

   •   administrative County Offices

      Note: County Offices should ensure that the correct County Name/Address/Phone Number information is loaded from the AGSS database. Make corrections to administrative County information in AGSS when processing offers if needed.

   •   crops
   •   cost-share rates.

   Note: Refer to the AGSS User Guide for setup instructions. The information must be entered the same on **all PC's being used** to process offers with AGSS.

4   County Setup and Preparations (Continued)

B   CRP Soils Database and Soils Report Handling

No later than **May 2**, County Offices shall, for all applicable counties for which farms are administered, print at least three copies of the new Soil Rental Rate Posting Report . This report is developed using active/complete soils records only, from the CRP Soils Database intranet site:

http://fsatpws2.fsa.usda.gov/SoilDbMgnt/applicationAgent/SoilMainServlet

Attach the two report types together, and, with the three report copies:

- post one copy in a public display area
- retain one copy for use by the CRP Program Technician during signup
- file one copy in the general CRP folder.

Notice CRP-425 required that CRP soils records be established and maintained by State Offices for all cropped soils, including soils on which hay is grown continuously, through this intranet site. For processing by both the AGSS PC Software and GIS Tool, KCITSDO will reproduce and distribute a copy of the CRP Soils Database records maintained at this site onto the CD's in Microsoft Access file format. This database file contains a copy of all records for the entire country copied from the soils website on April 24.

4   County Setup and Preparations (Continued)

   B   CRP Soils Database and Soils Report Handling (Continued)

County Offices, which, after consultation with local NRCS Offices, subsequently identify missing cropped soils and/or incorrect soils records on the CD files shall follow these steps to have their PC files, updated:

Step	Action
1	Inform the State FSA CRP Program Specialist of the soils record changes that are needed.
2	After the State FSA/NRCS Offices have added/modified/deleted the soils records, through the intranet site (listed above), the County Office shall access and download a copy of the records for one or more counties by following the steps **for each PC processing AGSS and/or GIS**: • selecting/pressing the "Download Soils" option on the website. • selecting/pressing "Save File…" • selecting/pressing "Save" and record on paper the filename and directory the file is saved to. **Note:** This will save a text file onto each PC.
3	From the AGSS main screen: • PRESS "Import Soil Data File" • PRESS 'Yes' to answer the question, "Did you download the Text from the FSA Web Site" • PRESS 'OK' on the next screen • on the screen, "Select file to be imported," enter the correct filename and directory noted in Step 2 above. **Note:** This overlays the existing soils file on one PC with new data for one or more counties of data.
4	Print and post updated Detail/Posting reports as described above.
5	Label the CD containing the older and now obsolete version of the soil file: "OBSOLETE SOILS RECORDS AS OF Month, Day, Year".

5   Assembling Natural Resource and Practice Information Prior to Signup Start

   A   Natural Resource/Practice Materials

   No later than COB **May 5**, County Offices, with State Office support, must access or assemble all the natural resource and practice information outlined in Notice CRP-429, Paragraphs 3 and 4.

   CEPD provides both an intranet-based HUC/CPA/Zones Mapping Tool and EBI Lookup Tables for ranking subfactors N2b, N2c, and N5a. These are available by accessing Menu Item No. 6. ("Signup 26 Information") from the following website:
   http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm.

   The HUC/CPA/Zones Mapping Tool can be used to assist in the identification of the appropriate HUC for each offer. In addition, the tool will allow County Offices to print maps identifying CPA's, and Wildlife/Water Quality/Air Quality Zones within each County. Instructions on using the mapping tool are available on the website. A listing of eligible practices applicable for each Wildlife Zone used for factor N1c scoring will also be included.

   Notes: Data reflecting the locations of CPA's, Zones, and EBI Lookup Table values used for scoring subfactors N2b, N2c, and N5a have been pre-populated into the AGSS software tables along with the CRP Soils Database. This website data is provided only as a supplemental source of this information.

   National and State Conservation Priority Areas are used for land eligibility, Zones are used for EBI factor points. Within a State, both CPA's and Zones are established either by whole county or HUC watershed. In some States, CPA's and Zones cover the same area.

6   Reviewing Practice Options, Soil Limitations, Cover Mixes and EBI Factors

   A   Practice Review

   During signup, FSA County Office shall:

   - provide to producers the Signup 26 Fact Sheet and Signup 26 EBI fact sheet

   - review suitable practice options with producers during signup; County Offices shall ensure that all practices selected by producers for CRP offers are feasible and suitable for the soil types at the site. Practices not suitable based on NRCS soil limitations and/or other NRCS criteria are not allowed

6   Reviewing Practice Options, Soil Limitations, Cover Mixes and EBI Factors (Continued)

A   Practice Review (Continued)

- review practice-related EBI scoring options with producers during signup according to 2-CRP, Exhibit 19

  - point score options for EBI subfactor N1a, N1b and N4; practice options and alternative vegetative cover mixes must be fully explained

  - for applicable locations, also review practices which provide subfactor N1c scores under Wildlife Zones

  - review practices and subfactor N5d carbon sequestration scoring points

  - inform producers which practices are, and are not eligible for cost-share payments, and the option of declining available cost-share payments to increase the EBI cost-factor score and the likelihood of offer acceptance provided under subfactor N6b

- review practice-related policies in 2-CRP, Exhibit 9, and inform producers about site-specific job sheets developed for each conservation practice on each offer, (make copies available if requested by the producer); these job sheets must contain requirements for:

  - seedbed and site preparation
  - timing and quantity of seed and plant material
  - fertilization
  - weed and pest control
  - practice maintenance measures
  - practice management measures
  - soil limitations.

  Note: Notify producers that practice management activities are required for all new CRP contracts, and that practice management activities may receive cost-share payments regardless of whether cost-share payments were provided for practice establishment.

6   Reviewing Practice Options, Soil Limitations, Cover Mixes and EBI Factors

B   Signup 26 Practices

CRP practices, as described in 2-CRP, Exhibit 9, to be available under Signup 26 are:

Practice		CRP-1 Length	C/S Available
Introduced Grasses/Legumes	CP1	10	YES
Native Grasses/Legumes	CP2	10	YES
Tree Planting	CP3	10	YES
Hardwood Tree Planting	CP3A	10-15	YES
Wildlife Habitat Corridors	CP4B	10-15	YES
Wildlife Habitat	CP4D	10-15	YES
Grasses Already Established	CP10	10	YES **2/**
Trees Already Established	CP11	10	YES **2/**
Wildlife Food Plots	CP12	10	NO
Rare and Declining Habitat	CP25 **1/**	10-15	YES
1/ Only if approved for the State.			
2/ Cost-share allowed for certain measures **only**, see 2-CRP.			

Notes: For each offer the total acreage for all practices in tenths must equal the total acreage for the offer.

Producers may enroll the same practice multiple times on one offer if the N1A score, the practice length, or the N4 score varies.

AGSS will print one CRP-2 for an offer with practices with different lengths, however, AGSS will not print the separate CRP-1's for offers with different lengths. Multiple CRP-1's for these offers must be prepared manually based on unique practice lengths.

7   Developing and Managing Offers During Signup 26

A   Developing Offers

Offers must be developed according to the provisions of this notice, Notice CRP-432, Handbook 2-CRP, and related AGSS User Guide instructions. All offers must be developed using AGSS software to develop CRP-1 and CRP-2's for producers to sign. Although AGSS can be used to print blank forms to initiate offer development, if needed, the databases, calculations, and related processing rules embedded in this software are not available in printed form for manual offer record/forms development.

B   Offer Development Checklist

To support Signup 26 offer processing, a checklist is provided, see Exhibit 1. State and County Offices may supplement this as needed. County Offices are encouraged to complete the items on the list in Exhibit 1 before using AGSS to develop electronic offer records and printed CRP-1 and CRP-2's.

8   Signup 26 Offer Rules, Land Eligibility Categories, Offer Types and Program Years

A Signup 26 Field/Tract Rules for Offers

Under general Signup 26, one offer may:

- cover part or all of the acreage of 1 or more fields within 1 tract
- not cover acreage on more than 1 tract
- contain non-contiguous areas of land.

2 offers may be submitted for the same tract as long as they do not have overlapping acreage and they have different program years 2004 and 2005. Producers may not submit more than 2 offers per tract.

B Signup 26 Land Eligibility/Program Years

The following categories of cropland will be eligible during Signup 26:

- cropland new to CRP with an Erodibility Index of 8 or Greater (2004 or 2005 Program Year)

- cropland new to CRP within a National Conservation Priority Area (2004 or 2005 Program Year)

- cropland new to CRP within a State Conservation Priority Area (2004 or 2005 Program Year)

- land under a Water Bank Program (WBP) agreement which expired in 2000, 2001, or 2002 (2004 or 2005 Program Year)

- cropland under an expiring CRP contract:

  - land covered by existing CRP contracts that expire 9-30-03 must be submitted for a 2004 Program Year offer

  - land covered by existing CRP contracts that expire 9-30-04 must be submitted for a 2005 Program Year offer.

8   Signup 26 Offer Rules, Land Eligibility Categories, Offer Types and Program Years (Continued)

C   Signup 26 Offer Types and Soils/Rents Requirements

Offer types are based on Land Eligibility categories and effect the soils and rental rate data used in AGSS processing.

Offer Type	Eligible Land on the Offer Consists of:	Required Soils/Rent Determinations For AGSS Calculations
A	All New Cropland	3 predominant soils/acreages for entire offer area.
B	All Expiring CRP Land	3 predominant soils/acreages for entire offer area.
C	Combination of New Cropland and Expiring CRP land	• 3 predominant soils/acreage for entire offer area • 3 predominant soils/acreages for new cropland subportion.
D	All Expired WBP Land	• 3 predominant soils/acreages for entire offer area • WBP rental rate(s).
E	Combination of Expired WBP and New Cropland	• 3 predominant soils/acreages for entire offer area • 3 predominant soils/acreages for new cropland subportion • WBP rental rate(s)/WBP acres.
F	Combination of Expired WBP and Expiring CRP land	• 3 predominant soils/acreages for entire offer area • 3 predominant soils/acreages for Expiring CRP subportion • WBP rental rate(s)/WBP Acres.
G	Combination of Expired WBP, Expiring CRP land, and New Cropland	• 3 predominant soils/acreages for entire offer area • 3 predominant soils/acreages for New Cropland subportion • 3 predominant soils/acreages for Expiring CRP subportion • WBP rental rate(s)/WBP Acres.

9   Using AGSS and Transmitting Offers

A   Developing AGSS Records/CRP Forms

Develop CRP offer records and printed CRP-1/CRP-2's using AGSS according to the AGSS User Guide for both eligible and ineligible offers. The AGSS User Guide functions as part of the AGSS PC software by providing on-screen help for data fields listed on AGSS screens. To access the AGSS User Guide help information:

- PRESS "Help" key to view the User Guide

- when the cursor is in the field, PRESS F1 to access help for that particular field.

Valid farm records and valid producer name and address records must be developed using existing systems and procedures before offers can be processed using AGSS.

When entering producer information for an offer on Screen 1 of AGSS, County Offices user are encouraged to utilize the SCIMS-based producer data by entering the Producer's Tax ID and selecting the SCIMS option to populate the data fields. If SCIMS response times are inadequate, or other SCIMS difficulties occur, County Offices may enter the producer information directly into AGSS.

Load the Rental Rate Per Acre Offered submitted by the producer on Screen 5 of AGSS. After printing CRP-1/CRP-2's, the County Offices shall review the contents with the producers, have the producers initial the printed CRP-2 listing Item # 9 (Rental Rate Per Acre Offered), and sign, date the form.

Note: County Offices must notify producers of the option of submitting Rental Rates Per Acre Offered less than the Maximum Payment Rate according to 2-CRP, Exhibit 19, and that reduced offer rates increase the EBI cost-factor score and the likelihood of offer acceptance (see subfactor N6a and N6c).

County Offices should also print copies of all AGSS screens for each offer for appeals and general documentation purposes.   Copies of AGSS print screens and GIS Tool Layout maps if available should be attached to CRP-1/CRP-2.

B   Distinguishing/Modifying CRP Offers

CRP-1 contract numbers are not established until offers become CRP contracts. CRP offers are recorded by, and distinguished using, the combination of the 3 key fields:

- Administrative State and County Code
- Tract Number
- Program Year.

CRP offers can be modified in AGSS after first created, regardless of whether they were completed. However, the 3 key fields listed above, and the OFFER TYPE cannot be modified. County Offices must delete and then re-create new offers to change these values.

9   Using AGSS and Transmitting Offers (Continued)

C   Backing Up AGSS Offer Records on Servers

County Offices are reminded to follow all existing CCE daily and weekly server backup processing requirements.

Note: County Offices without CCE servers shall ensure offer data is backed up on PC's.

D   Handling Ineligible and Partial Offers

Load ineligible offers with 'N' on Screen 5 of AGSS to answer the question "The Data is Correct and the Producer Accepts the Terms and Conditions of the Offer?

Partial offers may be created and saved and then subsequently modified and completed. All partial offers must be either completed or deleted by the **June 20** final transmission deadline. County Offices shall print and review the contents of AGSS reports "SIGNED OFFERS" and "ALL OFFERS" to detect partial offers that need completion or deletion. Ensure a final transmission is processed by this deadline after changes are made.

E   Transmitting AGSS Records

Users shall transmit completed records in AGSS weekly by COB, every Friday, to Kansas City, beginning the first week of signup (**May 9**) and continue transmitting weekly after signup for 3 weeks, **(June 20).** All offers must be loaded into AGSS and transmitted within 3 weeks (**June 20**), after the end of signup. Additional transmission may be subsequently needed after this 3-week final transmission deadline as indicated on Validation Reports.

Notes: Weekly transmissions are not required when records have not been added, deleted, or modified since the prior transmission, although all County Offices with offers must transmit June 20 to ensure no inadvertent omissions.

Weekly transmissions will overlay the previous week's transmission. County Offices may transmit more frequently if they choose to, not to exceed once a day.

County Offices without offers shall phone in a negative report to the State CRP Specialist no later than June 20. States without any offers shall phone in a negative report to Karen McGinnis at 816-926-2164 by COB June 25.

Partially completed offers and ineligible offers will not be transmitted by the AGSS transmission process.

Because offer records are record in a shared drive (F:\ drive) in the server, only one PC needs to transmit offers received in the County Office to Kansas City.

9   Using AGSS and Transmitting Offers (Continued)

E   Transmitting AGSS Records (Continued)

Notes: When prompted by users, AGSS will electronically transmit copies of the offer files
into the AS/400, which will then be copied into to System 36 files. System 36
records will then be automatically queued to Kansas City without any further user
action needed.   System 36 offer records will also be retained for subsequent CRP
contract record development.

10   Offer Record Reports/Maps Posted by CEPD and KCITSDO

A   Detail and Summary Offer Reports, Oversight Requirement Maps

After the second week of signup (on or shortly after **May 16**), Kansas City will begin to post
listings of individual offer records (i.e. "detail reports"), and summary reports at the website:
http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm.

These reports and the oversight requirement maps are to be used by State Office for offer
record development oversight and to assess County Office signup staffing needs.

On **June 27**, County Offices shall also use these reports to verify that offer totals are correct,
and that ranking data on offer records in Kansas City files are the same as those on printed
CRP-1/CRP-2's and AGSS records in the County Office.

B   Validation and Ranking Reports

After the final Transmission, Validation reports and then Ranking reports will be accessible
using Menu Item No. 6. ("Signup 26 Information") from the following website:
http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm.

Validation reports, which are posted in cycles after correction/retransmission processing by
County Offices, often require County Offices to retransmit offers to Kansas City after the
final transmission deadline.

Ranking reports will be posted after validation reports and related retransmissions.
Subsequent procedures will be issued with additional information about ranking reports.

11   Action

A State Action

State Offices shall take action according to the following table.

Action	Deadline
State Offices shall ensure that all County Offices have the natural resource and practice information outlined in Notice CRP-429	May 5.
State Offices must download a copy of the file structure from the intranet site to all county office servers, according to subparagraph 3 D.	May 5.
Review offer record development using web-report material described in subparagraph 9 to detect errors in ranking factors or other data and prompt County Office to modify offers and retransmit.	May 16 on-going through June 20.

B County Action

County Offices shall take action according to the following table.

Action	Deadline
Access and Print the SRR Posting Reports according to subparagraph 4 B.	May 5.
Access the natural resource and practice information outlined in CRP-429.	May 5.
Install the AGGS PC Software from CD's according to subparagraphs 3 B and 3 C.	As soon as received.
Load County Setup Data in AGSS as outlined in subparagraph 4 A.	May 5.
Begin accepting and processing offers in AGSS.	May 5 through May 30.
Install AS/400 software to support electronic file transfer of AGSS offer records from the server to AS/400.	May 5.
Transmit offers weekly, or phone in negative report to State Office, according to subparagraph 9 E.	May 9 through June 20.
Complete or delete all partial offers according to subparagraph 9 D.	June 20.
Verify offer totals are correct, and that ranking data on offer records web site records matches AGSS and printed CRP-1/CRP-2 records according to subparagraph 10 A	June 27.
Access questionable/invalid offer records listed on Validation reports and correct and retransmit offers if needed. Records needing corrections may also be identified by State Office, see paragraph 10 B.	May 30 through on-going dates to be established.

DETERMINATIONS NEEDED BEFORE OFFERS ARE PROCESSED WITH AGSS

TASK	DETERMINE	('X') or ENTRY
1	Producer Name and Address	
2	Producer Tax ID Number and Type	
3	Farm Number and Tract Number	
4	AD-1026 Compliance	
5	Producer/Ownership Eligibility	
6	Crop History Eligibility	
7	Land Eligibility Acreage is determined by AGSS. **Note:** EI $\geq$ 8 Eligibility is determined by GIS and/or AGSS using soils data.	
8	Acres for Enrollment	
9	Beginning Program Year (2004 or 2005)	
10	Offer Type according to paragraph 7.	
11	State and County Codes: - Administrative State and County Code (use 1-CM codes) - Physical Location State and County Codes (use FIPS codes, not 1-CM codes).	
12	Hydrologic Unit Code (HUC) 8, 10, 11, 12, or 14	
13	RUSLE Rainfall (R) factor and Wind Erosion Equation Climate (C) factor.	
14	Practice Information: - Conservation Practice(s) - Practice Acreage - Practice Lengths - Is cost-share requested? Y/N - Is existing CP3/CP11 acreage present? Y/N - N1a, point score(s) for practices per 2-CRP, Exhibit 19. - N4 point score for practices per 2-CRP, Exhibit 19. - Will LongLeaf Pine be planted on entire Acreage? Y/N	
15	N1b point score per 2-CRP, Exhibit 19	
16	Expired Waterbank Program: - WBP Agreement Number - WBP Acres - WBP Rental Rate **Note:** See paragraph 8 for Offer Type/WBP Requirements.	
17	Maintenance Rate for the Maximum Payment Rate Calculation	
18	3 Predominant Soils Information: - Soil Surrey Area ID Number (SSAID) - Soil Map Unit Symbol (MUSYM) - Soil Acreage **Note:** See Paragraph 8 for Offer Type/Soil Requirements	
19	(Other - - Locally Defined)	